

**HANDBOOK FOR  
NEW AIRLINES APPLYING FOR  
OPERATIONAL STATUS AT  
TED STEVENS  
ANCHORAGE INTERNATIONAL AIRPORT**

**Revised: August 2009**



## **WELCOME FROM THE AIRPORT DIRECTOR**

### **Christine E. Klein, A.A.E.**

Welcome to Ted Stevens Anchorage International Airport (ANC), a major gateway to Alaska. Anchorage offers unparalleled access to world markets across the globe. Our airport has the distinction of being the preeminent international air cargo crossroad for transpacific freighter activity.

ANC is part of the Alaska International Airports System (AIAS) which also includes the Fairbanks International Airport (FAI) just 350 miles north. Aviation is the primary mode of transportation in Alaska, and our state has the largest most comprehensive aviation infrastructure system in the nation. The AIAS airports work closely together to maximize aviation safety, ensuring access 365 days a year, and providing highly competitive rates and fees.

The airport is a transportation focal point for Anchorage and the rest of our state. It provides 24-hour service, growing passenger numbers, and worldwide cargo operations. ANC serves approximately 5 million passengers per year, and averages 525 international wide-body cargo operations per week. We are less than 9 ½ hours by air from 90% of the industrialized world, including Asia, Europe, and North America.

Most importantly, we have one of the best Airport Teams in the world. It is the men and women of our airport whom you can rely on to assist in making your business operation successful. Our mission is “providing for the safe movement of people and goods and the delivery of airport services.” We are ready and happy to assist you with any questions you may have about our airport facilities, operations, and business development.

Every day of the year, the world comes to Anchorage. When you plan the future of your global, regional, or local business, Ted Stevens Anchorage International Airport is the place to be. Again, welcome to our airports family. We look forward to a long and successful partnership with you.

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## **NEW AIRLINE TENANT REQUIREMENTS**

All prospective air carriers seeking to commence scheduled service at Ted Stevens Anchorage International Airport (ANC) must initiate the following actions before starting operations:

- Domestic and International Airline representatives must submit the following forms:
  - A completed Airline Agreement and Terminal Lease Application with applicable documentation. A copy is included as Appendix I.
  - Certificate of Insurance.
- Airlines that wish to lease/use ticket counters and lease terminal or other airline support space will need to include the specific requirements on the above application.
- The Airport has created a Competitive Access Team to assist carriers with requests for new or expanded services by facilitating access to gates and other airport facilities. The Team consists of the Marketing Manager and the Assistant Properties Manager. They may be contacted at:

John Parrott, AAE  
Airport Manager  
(907) 266-2690  
[john.parrott@alaska.gov](mailto:john.parrott@alaska.gov)

Debbie Herrick  
Properties Manager  
(907) 266-2667  
[Debbie.herrick@alaska.gov](mailto:Debbie.herrick@alaska.gov)

- Carriers that feel that they have been denied reasonable access to the Airport may file an Airline Access Complaint Form with the Airport Director. A copy of the procedures and form are included as Appendix II.
- Monthly Certified Activity Reports: Each airline serving Anchorage is required to provide specific information regarding their operations at ANC each month. This information is submitted electronically on a Certified Activity Report form. The airline's station manager or ground handler usually prepares these forms for submittal to Airport Accounting. A copy of the Certified Activity Report is included as Appendix III.
- Anchorage has no landing slots or curfews. However, Anchorage is a "landing rights" airport, and as such, a permit must be obtained from the US Customs and Border Protection office when operating international flights.

The contact information is as follows: Area Port Director  
US Customs and Border Protection  
North Terminal, Room NA207  
4600 Postmark Drive  
Anchorage, AK 99502  
(907) 271-6313 - Phone  
(907) 271-6333 - Fax

# **INFORMATION GUIDE FOR INTERNATIONAL OPERATIONS**

## **OVERVIEW**

The Ted Stevens Anchorage International Airport provides Federal Inspection Services (FIS) at the North (International) Terminal.

The North Terminal currently has four international gates that are designated for common use in an international configuration only. The North Terminal is a 24-hour facility for processing both passengers and cargo.

Gates are scheduled by Swissport, USA (907-243-3310) on a first-come, first-served basis. Arriving international passengers enter the building and are channeled into a corridor that flows into US Customs' immigration processing areas.

International transit flights arriving from an international origin must clear Customs at first point of entry. Passengers are required to fill out Form I-94 and proceed to the passenger inspection area. US Customs clearance on passengers and baggage is performed at their final destination. International carriers wishing to operate transit flights through Anchorage must have a "Progressive Clearance" Agreement on file with INS. The Airport Marketing Department is available to assist in completing the Agreement.

Upon clearing INS, deplaning passengers proceed to US Customs and Agriculture inspection areas on the ground floor.

The North Terminal can also accommodate International-to-International (ITI) flights at Gate N8. ITI flights are only required to perform a visual document inspection by INS. Passengers, after having documents inspected, may remain in the Gate area until re-boarding.

## **CONCESSIONS AND SERVICES**

The North Terminal has a Duty Free Shop that includes duty free items, fragrances, cosmetics, clothing, souvenirs, health and beauty items, and furs. The North Terminal also has a snack bar with food choices for both American and International tastes, a cocktail lounge, and a smoking room.

# **AIRPORT IDENTIFICATION BADGES AND VEHICLE PERMITS**

Ted Stevens Anchorage International Airport (ANC) is required through 49 CFR 1542, one of the Transportation Security Administration (TSA) regulations governing airport operations, to issue identification badges and vehicle permits. All badges and vehicle permits are issued by the Airport Badge Office. TSA requirements are specific and all directions should be followed to ensure a smooth badging process.

All badging, vehicle permit or related inquiries should be directed to the Airport Badge Office.

## **General Badge Office Information:**

Location: 6040 DeHavilland Avenue next to the Airport Police and Fire station.  
Hours: Monday through Friday 7:00 am to 4:00 pm, closed State and Federal Holidays.  
Phone: (907) 266-2409  
Fax: (907) 266-2554  
Email: [dot.tsaia.badge.office@alasks.gov](mailto:dot.tsaia.badge.office@alasks.gov)

## **Contacts:**

Terri Tibbe  
Airport Security Manager  
Cell: (907) 748-2107  
Phone: (907) 266-2522  
Fax: (907) 266-2646  
Email: [terri.tibbe@alaska.gov](mailto:terri.tibbe@alaska.gov)

Kristin Odsather  
Airport Badge Office Supervisor  
Phone: 907-266-2590  
Email: [kristin.odsather@alaska.gov](mailto:kristin.odsather@alaska.gov)

## **Airport Badge Office Clerks**

Kerry Willis – Phone: 907-266-2535; Email: [kerry.willis@alaska.gov](mailto:kerry.willis@alaska.gov)  
Anna Lufkin – Phone: 907-266-2637; Email: [anna.lufkin@alaska.gov](mailto:anna.lufkin@alaska.gov)  
Richard Wooten – Phone: 907-266-2675; Email: [rich.wooten@alaska.gov](mailto:rich.wooten@alaska.gov)

To report a lost or stolen badge or for employee termination notification after hours, call Airport Dispatch at (907) 266-2415.

## **AIRSIDE OPERATING INFORMATION**

The Ted Stevens Anchorage International Airport (ANC) movement areas (runways, taxiways, safety areas, etc.) are controlled by Airport Operations. Tenants are not permitted to enter the movement areas without an escort from Airport Operations. Escorts will be conducted on request during emergency situations, or by appointment for all other times.

Airport Operations maintains the Airport Certification Manual (ACM) and Airfield Drivers Safety Training Program. Each carrier operating at ANC must be familiar with the procedures contained in the ACM. This manual contains important telephone numbers and airport maps. A copy is available in the Operations Office.

All personnel who will be operating a ground vehicle on the airfield must complete the Airfield Drivers Training Program through the Airport Badge Office.

Two aircraft run-up (blast) pads are located on the airfield. Contact Airport Operations for availability and use. You must receive permission prior to using the pads at night.

The ramps (gate areas) are uncontrolled. Flow-through cargo refueling spots and North Terminal passenger gates are scheduled by Swissport USA (907) 243-3310. Papa and Kilo ramps, as well as South Terminal State-controlled passenger gates, are scheduled by Airport Operations.

Low visibility operations: Contact Airport Operations for information concerning the Surface Movement Guidance and Control System (SMGCS). Airport Operations may be contacted at (907) 266-2600.



## ANC RATES AND FEES

### Terminal Rental Rate:

Long-term Lease (until at least June 30, 2013)	\$ 68.13 per square foot per year
Month-to-Month Lease or Permit	\$ 85.16 per square foot per year

### Landing Fee:

Signatory Airline Aircraft	\$ 1.44 per 1,000 pounds CMGTW
Aircraft 12,500 lbs and less CMGTW	\$ 1.44 per 1,000 pounds CMGTW
ANC Non-Signatory Aircraft > 12,500 lbs CMGTW	\$ 1.79 per 1,000 pounds CMGTW

**(For Aircraft 6,000 lbs and greater CMGTW)**

### Fuel Flowage Fee:\*

Signatory Airline Aircraft	\$ 0.027 per gallon
Aircraft 12,500 lbs and less CMGTW	\$ 0.027 per gallon
Non-Signatory Airline Aircraft > 12,500 lbs CMGTW	\$ 0.067 per gallon

**(Applies to all fuel/all aircraft)**

### Aircraft Ramp Rental Rate

\$ 0.76 per square foot per year

### Federal Inspection Service Fee:

FIS Service Fee per Airplane Inspection	\$ 35.00 per inspection
FIS Service Fee per Deplaning Passenger	\$ 3.04 per inspection

### Aircraft Parking Charge Rate:

Narrow Body Aircraft (single aisle) – up to 4 hours	\$ 44.26 per use (1 x a/c parking charge rate)
Wide Body Aircraft (two or more aisle) – up to 4 hours	\$ 88.52 per use (2 x a/c parking charge rate)
Narrow Body Aircraft (single aisle) – 4 to 24 hours	\$ 132.78 per use (3 x a/c parking charge rate)
Wide Body Aircraft (two or more aisle) – 4 to 24 hours	\$ 177.04 per use (4 x a/c parking charge rate)

### Common Use Premises Charges:

Primary Bag Claim Device:	\$ 58.43 per square foot per year, plus
Plus per Enplaned Passenger	\$ 0.89 per enplaned passenger

All other common use premises \$ 1.77 per enplaned passenger

### Airport Administered Premises charges:\*\*

Airport Administered Gate Fee Per Turn (one landing and departure of an aircraft):	
Wide Body (two or more aisle)	\$589.76 per turn
Narrow Body (single aisle and > 100 seats)	\$327.65 per turn
Regional (50-99 seats)	\$229.35 per turn
Commuter (fewer than 50 seats)	\$131.06 per turn

Passenger Jet Bridge Fee \$163.74 per turn

Ticket Counter / Bag Makeup Space \$ 18.82 per hour



## **GROUND HANDLERS**

**(Full Service and Specialized Services)**

### **Aeromag Contego ANC LLC**

(De-icing Only)  
6200 Boeing Avenue  
Anchorage, AK 99502  
(907) 245-0526

### **Air Liquide America Corp**

(Cylinder Gases Only)  
6415 Arctic Blvd.  
Anchorage, AK 99518  
(907) 564-9742

### **Delta Air Lines Global Services, Inc.**

(All Services)  
5000 West Int'l Airport Road, Rm C1754  
Anchorage, AK 99502-1093  
(907) 344-6450

### **Elite Line Services**

(Corporate Aircraft Only)  
4750 Old International Airport Road  
Anchorage, AK 99502  
(907) 266-7262

### **Era FBO LLC**

(Corporate Aircraft Only)  
6160 Carl Brady Drive  
Anchorage, AK 99502  
(907) 266-7262

### **Evergreen Aviation Ground Logistics Enterprises (E.A.G.L.E.)**

(All Services)  
PO Box 190849  
Anchorage, AK 99519  
(907) 243-3880

### **F&E Ground Handling**

4001 Old Int'l Airport Road, Unit 7  
Anchorage, AK 99502  
(907) 360-2400

### **Flight Services & Systems, Inc.**

(Aircraft Security Only)  
5000 West Int'l Airport Road, Room C3330  
Anchorage, AK 99502  
(907) 245-1677

### **Northern Air Maintenance Service, Inc.**

(Passenger Carriers)  
3900 Old International Airport Road  
Anchorage, AK 99502  
(907) 677-4200

### **Olympic Security Services, Inc.**

(Aircraft Security Only)  
2632 Brookspone Loop  
Anchorage, AK 99515  
(907) 248-5193

### **Pegasus Aircraft Maintenance**

(All Services)  
3901 Old International Airport Road  
Anchorage, AK 99502  
(907) 301-2712

### **Ross Anchorage, LLC**

(Corporate Aircraft Only)  
6121 S. Airpark Place, #2  
Anchorage, AK 99502  
(907) 245-1232

### **Signature Flight Support Corp.**

(Corporate Aircraft)  
6231 S. Airpark Place  
Anchorage, AK 99502  
(907) 243-7627

### **Swissport USA, Inc.**

(All Services)  
PO Box 190408  
Anchorage, AK 99519-0408  
(907) 243-3310

## **FUEL SUPPLIERS**



### **Anchorage Fueling and Service Co.**

PO Box 190246  
Anchorage, AK 99519-0246  
(907) 243-4322

### **International Aviation Service, Inc.**

4200 West 50<sup>th</sup> Avenue  
Anchorage, AK 99502  
(907) 243-4183

### **Signature Flight Support Corp.**

6231 S. Airpark Place  
Anchorage, AK 99502  
(907) 243-7627

## **AIRCRAFT MAINTENANCE PROVIDERS**



### **Era FBO LLC**

(Corporate Aircraft Only)  
6160 Carl Brady Drive  
Anchorage, AK 99502  
(907) 266-7262

### **F&E Aircraft Maintenance**

4001 Old Int'l Airport Road, Unit 7  
Anchorage, AK 99502  
(907) 360-2400

### **Pegasus Aircraft Maintenance**

(All Services)  
3901 Old International Airport Road  
Anchorage, AK 99502  
(907) 301-2712

### **Ross Anchorage, LLC**

(Corporate Aircraft Only)  
6121 S. Airpark Place, #2  
Anchorage, AK 99502  
(907) 245-1232

### **Signature Flight Support Corp.**

(Corporate Aircraft Only)  
6231 S. Airpark Place  
Anchorage, AK 99502  
(907) 243-7627

### **Swissport USA, Inc.**

(All Services)  
PO Box 190408  
Anchorage, AK 99519-0408  
(907) 243-331

## **FACILITIES**

### **Alaska CargoPort, LLC**

(Full Service Heavy Cargo Ramp/  
Transload Operations)  
6200 Boeing Avenue  
Anchorage, AK 99502  
(907) 243-0390

### **Era FBO, LLC**

dba Million Air Anchorage  
(Full Service FBO)  
6160 Carl Brady Drive, Hangar 1  
Anchorage, AK 99502  
(907) 266-7262

### **Ross Anchorage, LLC**

(Full Service FBO)  
6121 S. Airpark Place, #2  
Anchorage, AK 99502  
(907) 245-1232

### **Signature Flight Support Corporation 3600 Int'l Airport Road**

(Full Service FBO)  
6231 S. Airpark Place  
Anchorage, AK 99502  
(907) 243-4328

## **CATERING COMPANIES**



### **LSG SkyChefs**

(Cargo and Passenger)

Dave Sandell

General Manager

4370 Old International Airport Road

Anchorage, AK 99502

(907) 248-2424

### **Airline Support**

(Cargo and Passenger)

Voytek Bogdziweiez

Contract Manager

PO Box 190735

Anchorage, AK 99519-0735

(907) 272-2211

### **Hot Wings of Alaska**

(Cargo Crews Only)

3600 Old International Airport Road

Anchorage, AK 99502

(907) 250-0989

## **GOVERNMENT AGENCIES**



### **Federal Aviation Administration**

Robert M. Lewis, Administrator, Alaska Region  
Val Jokela, Community Relations  
222 West 7th, #14  
Anchorage, AK 99513-7587  
(907) 271-5645

### **Transportation Security Administration**

Corky Caldwell, Federal Security Director  
4000 West 50th, Suite 300  
Anchorage, AK 99502  
(907) 271-2243

### **U.S. Customs and Border Protection**

Jeff Lisius, Area Port Director  
Inspection Section (downstairs)  
Cargo/Marine Section (upstairs)  
605 West 4th #205  
Anchorage, AK 99501  
(907) 271-2675  
Kymberly Fernandez, Chief  
Jerry McGee, Chief  
North Terminal, Room NA207  
4600 Postmark Drive  
Anchorage International Airport  
(907) 271-6309

### **U.S. Department of Agriculture**

North Terminal, Room NA207  
4600 Postmark Drive  
Anchorage International Airport  
(907) 271-1236

### **U.S. Department of Fish & Wildlife**

North Terminal, Room NB207  
4600 Postmark Drive  
(907) 271-6198

### **U.S. Department of Health & Human Services, Center for Disease Control**

Quarantine Station  
North Terminal, Room NA212  
4600 Postmark Drive  
Anchorage, AK 99502  
(907) 271-6301



## NEW AIRLINE CHECK-LIST

(This checklist has been included as an organizational tool and is not required to be submitted with your application.)

	Domestic Carrier	International Carrier
Fuel Agreements	<input type="checkbox"/>	<input type="checkbox"/>
Catering Agreements	<input type="checkbox"/>	<input type="checkbox"/>
Ground Handler	<input type="checkbox"/>	<input type="checkbox"/>
Cargo Handler	<input type="checkbox"/>	<input type="checkbox"/>
Submit Public Phone Number	<input type="checkbox"/>	<input type="checkbox"/>
Obtained Scheduled Monthly (?)	<input type="checkbox"/>	<input type="checkbox"/>
Activity Report	<input type="checkbox"/>	<input type="checkbox"/>
Arrange for PFC Payment	<input type="checkbox"/>	<input type="checkbox"/>
FIS Contact	<input type="checkbox"/>	<input type="checkbox"/>
Employees' Security Badges	<input type="checkbox"/>	<input type="checkbox"/>
Airport Signage	<input type="checkbox"/>	<input type="checkbox"/>
Station Manager's Parking	<input type="checkbox"/>	<input type="checkbox"/>
Space Requests	<input type="checkbox"/>	<input type="checkbox"/>
Gate	<input type="checkbox"/>	<input type="checkbox"/>
Ticketing	<input type="checkbox"/>	<input type="checkbox"/>
Office	<input type="checkbox"/>	<input type="checkbox"/>
Lounge	<input type="checkbox"/>	<input type="checkbox"/>
Cargo	<input type="checkbox"/>	<input type="checkbox"/>
International Fuel Consortium	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Certificate	<input type="checkbox"/>	<input type="checkbox"/>
US Customs Permit	<input type="checkbox"/>	<input type="checkbox"/>

## APPENDIX I

# **TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT**

**Department of Transportation & Public Facilities**

**Leasing & Property Management**

**PO Box 196960, Anchorage AK 99519-6960**

**Phone: 907-266-2420 ♦ Fax: 907-266-2458**

## **INSTRUCTIONS AND INFORMATION FOR AIRLINE AGREEMENT AND TERMINAL LEASE APPLICATION**

All lease and permit applications must be accompanied by a \$25.00 non-refundable application service fee (Government agencies are exempt). Checks should be made payable to "State of Alaska."

The State reserves the right to return incomplete applications or request additional information. Lease applicants are encouraged to review 17 AAC 42.200-42.245 for help in understanding the regulations that govern the Airport's lease application review process.

The current rental rate for terminal space is \$68.13 / \$85.16 per square foot per year. Pursuant to 17 AAC 42.200, a lease may include a percentage of gross business sales charge or be competitively offered.

### **Please complete the application according to the following instructions:**

1. & 2. Applicant Information: For commercial applicants, the name in Item 2 must match the business license, corporation, or other certificate name.
3. Name of Contact Person: Name of local contact person if other than applicant.
4. Business Information: Check only one box and attach copies of your business license, corporate or LLC certificate, Articles of Organization or Incorporation (with latest meeting minutes showing officers, current signatory authority), and/or partnership agreement (can be for private or commercial and must show who has signatory authority for the partnership). Businesses need to be registered with the State of Alaska in order to enter into a lease or permit.
5. Description of Property and Term Requested: Indicate the room number(s) of the space you are interested in (attach drawing if possible) and desired contract term (length in years, months, or days).
6. Existing Lessee Information: Check "yes" only if you are the current lessee of the space being requested.
7. Competing Application: If this application is being filed in response to a public notice, mark yes and fill in the ADA number and premises description from the notice.
8. Type of Agreement Desired: Check the box next to the desired agreement type, if known.
9. Requested Use(s) of the Property: List all intended uses.
10. Regularly Scheduled Airline: Indicate yes or no. If yes, attach a copy of your flight schedule.
11. Aircraft and Commercial Aviation Information: Enter the type and number of aircraft which will be operated from the terminal in conjunction with this lease, if any.
12. Name and Signature: Sign your application and print your name, company name, title and the date.
13. Application Checklist: Check attachments to be sure all required items are submitted:
  - a. \$25.00 non-refundable application fee (except for exempt government agencies). Checks should be made payable to "State of Alaska". Applications submitted without a filing fee may not be processed.
  - b. Sign and date the application.
  - c. Business License or other requested business documentation **(not required for international carriers applying for an operating permit only)**.

**OTHER:** Pursuant to 17 AAC 42.125, leases may include a percentage of gross business sales charge or be competitively offered.

**INSURANCE:** In most cases, the lessee is required to carry adequate insurance to protect both the lessee and the State against comprehensive public liability and property damage. The terms and limits of the insurance requirements will be based on the risks relative to the lessee's operations. This may include:

- ◆ Minimum coverage limits of \$1,000,000 per occurrence or such higher limits as the State reasonably finds necessary to provide adequate and appropriate coverage for the risks posed by the applicant's use of the Premises and activities at the Airport.
- ◆ Airlines: Airline/Aircraft/Airport Public Liability Insurance or Equivalent Insurance at \$150,000 per seat (Commuter Airlines); and \$1 million per seat with minimum limit of \$10 million for propeller aircraft and \$20 million for jet aircraft (Operating Agreements and Operating Permits).
- ◆ Worker's Compensation insurance coverage for all employees engaged in work, as required under AS 23.30.
- ◆ State of Alaska named as Additional Assured.
- ◆ Waiver of Subrogation endorsement.
- ◆ 30-day notice of cancellation.

(It is suggested that the applicant investigate the cost of such coverage prior to making application for lease.)

**TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT**  
STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES  
LEASING & PROPERTY MANAGEMENT

**AIRLINE AGREEMENT AND TERMINAL LEASE APPLICATION**

<b>1. Name and Mailing Address of Applicant:</b>  Name: _____ Address: _____ _____ _____  Phone: (     ) _____ FAX: (     ) _____ e-mail: _____	<b>2. Name to Appear on Lease:</b>  Name: _____ Address: _____ _____ _____  Phone: (     ) _____ FAX: (     ) _____ e-mail: _____									
<b>3. Name of Contact Person:</b>  Name: _____ Phone: (     ) _____ FAX: (     ) _____ e-mail: _____	<b>4. If Applicant is a business, indicate which type below and provide documentation as required in the instructions.</b>  <table style="width: 100%;"><tr><td><input type="checkbox"/> Individual</td><td><input type="checkbox"/> Partnership</td></tr><tr><td><input type="checkbox"/> Corporation</td><td><input type="checkbox"/> Limited Liability Company (LLC)</td></tr><tr><td><input type="checkbox"/> Government</td><td><input type="checkbox"/> Other _____</td></tr></table> <i>Are you registered to do business in the State of Alaska?</i> <div style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</div>	<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Company (LLC)	<input type="checkbox"/> Government	<input type="checkbox"/> Other _____			
<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership									
<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Company (LLC)									
<input type="checkbox"/> Government	<input type="checkbox"/> Other _____									
<b>5. Description of Area Requested (if no room number exists, attach drawing showing proposed location and dimensions):</b>  _____ _____ _____ _____  Term Requested: _____ Starting Date: _____										
<b>6. Is this an application for renewal of an existing contract?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the following: Lease/Permit No.: ADA-_____ Expiration date: _____										
<b>7. Is this intended as a competing application in response to a current public notice?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the following: Lease/Permit No.: ADA-_____ Property Description: _____										
<b>8. Type of agreement desired (check applicable box):</b> <table style="width: 100%;"><tr><td><input type="checkbox"/> Operating Agreement</td><td><input type="checkbox"/> Commuter Lease</td><td><input type="checkbox"/> Gate Use Agreement</td></tr><tr><td><input type="checkbox"/> Operating Permit</td><td><input type="checkbox"/> Terminal Lease</td><td><input type="checkbox"/> Concession: _____</td></tr><tr><td colspan="3"><input type="checkbox"/> Other: _____</td></tr></table>		<input type="checkbox"/> Operating Agreement	<input type="checkbox"/> Commuter Lease	<input type="checkbox"/> Gate Use Agreement	<input type="checkbox"/> Operating Permit	<input type="checkbox"/> Terminal Lease	<input type="checkbox"/> Concession: _____	<input type="checkbox"/> Other: _____		
<input type="checkbox"/> Operating Agreement	<input type="checkbox"/> Commuter Lease	<input type="checkbox"/> Gate Use Agreement								
<input type="checkbox"/> Operating Permit	<input type="checkbox"/> Terminal Lease	<input type="checkbox"/> Concession: _____								
<input type="checkbox"/> Other: _____										

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**11. Type and number of aircraft which will be operated from the terminal in conjunction with use of the area:**

	Under 6,500#	6,500-12,500#	12,500-25,000#	25,000-200,000#	200,000# & over
<b>Fixed Wing Aircraft:</b>					
<b>Rotary Wing Aircraft:</b>					

12. Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

- **Enclosed the nonrefundable \$25.00 application fee?**
- **Completed and signed the application?**
- **Attached required drawings and documents?**
- **Provided Business License or other requested business documentation?**

H:\Terminal Leasing\Forms\Checklists & Applications\Terminal Lease App & Inst updated august 2009.doc  
Page 2 of 2  
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## APPENDIX II

## AIRLINE ACCESS COMPLAINT PROCEDURES

The Ted Stevens Anchorage International Airport has committed to accommodate any carrier seeking to initiate or expand service in Anchorage. In the event a carrier feels that their facility requirements are not met, there is both an informal and formal process for resolution of any complaints.

**INFORMAL PROCESS:** If the complainant does not receive cooperation and accommodation from an existing carrier, an informal complaint may be either written or verbally directed to the Leasing Office, the Airport Competitive Access Team, or the Airport Director or his staff. The Airport Competitive Access Team will attempt to mediate the matter in order to avoid having to exercise more divisive authority.

**FORMAL PROCESS:** If the dispute is not resolved satisfactorily with the complainant, a formal written complaint should be filed. A copy of the form is included in Appendix II. Airlines have a right under 17 AAC 42.910 to protest Airport decisions. To protest a decision, the affected Airline must submit to the Airport a descriptive written protest within 21 calendar days after being informed of the decision. The Airport Director must then deliver a written decision on the protest within 15 calendar days from receiving the protest.

An aggrieved Airline has the right under 17 AAC 42.920 to appeal the Airport Director's protest decision. To appeal a protest decision, the affected Airline must submit to the Commissioner of the State of Alaska Department of Transportation & Public Facilities (the Commissioner) a written appeal within 21 calendar days after being informed of the decision on the protest. The Commissioner then appoints a review officer who may either hold a hearing or, if no hearing has been requested or there are no material facts in dispute, consider the appeal without a hearing. The review officer submits a written recommendation to the Commissioner who accepts the review officer's recommendation, remands the recommendation back to the review officer with instructions or issues a written decision based on the appeal record. A copy of the Commissioner's decision is sent to the appellant airline.

The Commissioner's decision on an appeal is the final administrative decision of the Department of Transportation and Public Facilities. Further appeals would be made to the Alaska Superior Court under the Alaska Rules of Appellate Procedure.

## AIRLINE ACCESS COMPLAINT FORM

DATE: \_\_\_\_\_

TO: Airport Director  
Ted Stevens Anchorage International Airport  
P.O. Box 196960  
Anchorage, AK 99519-6960

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above airline is filing a formal complaint after having been denied reasonable access to facilities at Ted Stevens Anchorage International Airport. Airline may provide written comments below or attach a document containing the details of denied access.

Complaint:

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Signed: \_\_\_\_\_

Contact Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPENDIX III

ALASKA INTERNATIONAL AIRPORT SYSTEM  
STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

Certified Activity Report For The Month Ending:

Signatory Carrier:

☐

Date (mm/dd/yy)

This report is for activity at:

☐

(Check one)

☐

**TED STEVENS  
ANCHORAGE INTERNATIONAL AIRPORT  
P.O. BOX 196960  
ANCHORAGE, AK 99519-6960**

**FAIRBANKS INTERNATIONAL AIRPORT  
6450 AIRPORT WAY, SUITE 1  
FAIRBANKS, AK 99709**

Company:

Summary:

Landing Fees:

Total

Parkings:

\$

Additional Charges:

\$

Billing

Address:

**Total Due**

**\$**

**IF YOU PROVIDE GROUND-HANDLING SERVICES TO OTHER AIR CARRIERS, A SEPARATE CERTIFIED ACTIVITY REPORT (CAR) MUST BE SUBMITTED FOR EACH CARRIER GROUND-HANDLED. SEE INSTRUCTIONS ON REVERSE SIDE # 14.**

I HEREBY CERTIFY THAT THIS INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Date:

BY:

PER ATTACHED FAX COPY

Phone:

Fax:

**NOTE: THIS REPORT AND PAYMENT ARE DUE IN THE AIRPORT ACCOUNTING OFFICE BY THE 10TH OF THE MONTH FOR THE PREVIOUS MONTH'S ACTIVITIES. INTEREST WILL BE CHARGED ON ALL DELINQUENT ACCOUNTS. ANY CARRIER PROVIDING BOTH INTERNATIONAL AND DOMESTIC PASSENGER SERVICE MUST FILE SEPARATE MONTHLY CERTIFIED ACTIVITY REPORTS FOR EACH TYPE OF SERVICE.**

**REVISED RATES EFFECTIVE FEBRUARY 2009.**

**SEE INSTRUCTIONS SHEET FOR ADDITIONAL INFORMATION**

**ALASKA INTERNATIONAL AIRPORT SYSTEM**  
**Ted Stevens Anchorage International Airport**  
**Company:**

CERTIFIED ACTIVITY REPORT FOR THE MONTH ENDING:

### Landing Fee Information

AIRCRAFT INFORMATION					LANDING FEE INFORMATION		
1a AIRCRAFT DESCRIPTION	1b MODEL	2 JET (J) or NON-JET(N)	3 CARGO (C) or PAX ( P)	4 CMGTW	5 LANDING FEE	6 NO. OF LANDINGS	7 LANDING FEES DUE
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
					<b>Total Landing Fees</b>		
					(includes additional landings)		

### AIRCRAFT PARKING FEE INFORMATION

	8) PARKING FEE	9) NO. OF PARKINGS	10) PARKING FEES DUE
Wide Body up to 4 hrs.	<b>\$88.52</b>		
Wide Body over 4hrs (not to exceed 24 hrs.)	<b>\$177.04</b>		
Narrow Body up to 4 hrs.	<b>\$44.26</b>		
Narrow Body over 4hrs. (not to exceed 24 hrs.)	<b>\$132.78</b>		
<b>TOTAL PARKING FEES</b>			<b>Total Parking Fees</b>



## ADDITIONAL AIRPORT CHARGES

11 ANCHORAGE:

12 FAIRBANKS:

### AIRPORT ADMINISTERED FEES

	Gate Fee (Per Turn)		Gate Fee (Per Turn)
	So. Terminal	No. Terminal	FIA
Wide Body \$589.76 x			
Narrow Body \$327.65 x			
Regional \$229.35 x			
Commuter \$131.06 x			

### COMMON USE - BAG CLAIM:

Each enplaned passenger(primary) AIA  
x \$ 0.89

Each enplaned passenger(all others) AIA/FIA  
x \$ 1.77

Total Gate & Bag Claim Fees

### 13 Individual Use Fees

#### FEDERAL CUSTOMS INSPECTION SERVICE USE:

AIA/FIA

Airplane Inspection \$35/per X

Deplaning Passenger \$3.04/per passenger X

#### TICKET COUNTERS:

Passenger Jet Bridge Fee \$163.74/per turn x

Bag Makeup Space \$18.82/per hour X

So. Terminal	No. Terminal	FIA

Total Individual Use Fees

Total Individual Use Fees

14 TOTAL DUE

## 15 PASSENGER INFORMATION

	ANCHORAGE SOUTH TERMINAL		ANCHORAGE NORTH TERMINAL		FAIRBANKS INT'L TERMINAL	
	Revenue	Non-Revenue	Revenue	Non-Revenue	Revenue	Non-Revenue
DEPLANED						
ENPLANED						
IN TRANSIT						
TOTAL PAX	0	0	0	0	0	0

## 16a FREIGHT INFORMATION LBS.

	Domestic	Int'l	Total
DEPLANED			0
ENPLANED			0
IN TRANSIT			0
TOTAL FREIGHT	0	0	0

## 16b AIRMAIL INFORMATION LBS.

	Domestic	Int'l	Total
DEPLANED			0
ENPLANED			0
TOTAL MAIL	0	0	0

## 17 CREW CHANGEOVER

DEPLANED: ENPLANED:

## 18 FUEL INFORMATION

TOTAL GALLONS

FUEL SUPPLIED BY:

AVIATION FUEL: